

Person resp	Prepared by	Reviewed by	Approved by
EMS 10/26/2004	EMS 10/26/2004	EMS 9/15/2009	DGC 9/15/2009

Work Instruction Procedure

WIP 4.4.61.1 Salt Storage Procedure

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible: Walker, George

Areas of application: Department of Public Works and Utilities Shop Complex

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Warning! The information in this document may be out of date and should be reviewed.

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Distribution list:

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Revision schedule

Rev. no.	Date	Description
1	9/19/2006	added 3.1.1 3.2.1 changed 3.1 and 5.1
2	10/23/2007	revised due to completion of storage facility
3	9/15/2009	2.1; 3.1.1; 5.0 see records for changes

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WIP 4.4.61.1 Salt Storage Procedure

1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for storage, mixing , loading and clean-up of salt (snow removal material).

2.0 Scope

- 2.1 This WIP applies to all Department of Public Works personnel. The EMS Team monitors snow removal material contained in the material storage facility area as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

3.0 Responsibilities

- 3.1 Street Department Superintendent will:
- 3.1.1 Ensure that proper training and adherence to this procedure is followed by all personnel involved.
 - 3.1.2 Ensure that the snow removal material, (i.e. salt, and salt sand mixture) is contained and cleaned up after use. Monitoring shall be done periodically to ensure containment.
 - 3.1.3 To stay updated with new technologies and techniques for snow removal.
- 3.2 EMS Team will:
- 3.2.1 Review this procedure annually or as needed with Street Department Superintendent.
 - 3.2.2 Periodically monitors the mixing, loading, and clean-up of the material storage facility.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

5.0 Process

- 5.1 Snow removal material, (i.e. salt, salt and sand mixture) must be stored in bay #15 of the material storage facility.
- 5.2 Upon delivery and mixing of new material it must be transfered to storage facility within 2 days or as soon as possible. Any material delivered that is not moved into bay # 15 of the material storage facility must be covered securely with a tarp. If inclement weather is expected containment measures shall be taken. At a minimum straw bales shall be placed around any affected storm drain inlet.
- 5.3 After mixing of snow removal material, proper clean up of area must be done.
- 5.4 After an event where material is used proper clean-up must be done as soon as possible.
- 5.5 Proper clean-up will consist of sweeping and loading excess snow removal material into bay #15 of the material storage facility.

6.0 References/Related Documents

- 6.1 4.3.40 Environmental Management Program for Salt Storage M-1
- 6.2 4.4.30 Objective: Salt OT-1